



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 2/2022)

**Classification(s):** Career Executive Assignment (CEA) – Level B

**Working Title:** Director of the Siting, Transmission & Environmental Protection Division

**Position Number:** 535-700-7500-001

**Division/Office:** Siting, Transmission, and Environmental Protection

**Collective Bargaining Identifier (CBID):** M01

**Work Week Group (WWG):** E

**Effective Date:** June 29, 2022

**Conflict of Interest (COI):** ☒ Yes ☐ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

## Job Description

Under the administrative direction of the Executive Director, the Director of the Siting, Transmission and Environmental Protection Division serves as a member of the Executive Director's Management Team and is responsible for working with the Team to implement the mission and goals of the California Energy Commission (CEC). The Director plans, organizes, and directs the programs and resources of the Siting, Transmission and Environmental Protection Division and ensures these activities are coordinated with other programs within the CEC. The Director advises the CEC, Governor's Office, members of the Legislature and other governmental agencies on matters related to energy facility siting and compliance, transmission corridor designation, and related environmental protection in California; participates in the development and implementation of CEC and state energy policy; and represents the Division and CEC before the Legislature and other state and federal agencies.

## Essential Duties

35% Manages the programs and resources of the Siting, Transmission and Environmental Protection Division. Plans, organizes, directs, and monitors the Division's programs and resources to produce quality products in a timely manner. Provides long-term vision regarding the Division's direction, activities, and resources. Ensures implementation of CEC and state policies and procedures within the Division and establishes Division policies and

procedures consistent with those of the CEC. Creates and maintains a work environment which ensures that every individual is treated fairly and equally, with respect and consideration, and has the opportunity to successfully develop and use their skills with the highest degree of excellence and professionalism. Works to build relationships within and outside the CEC to enable the Division to work as a partner in determining and implementing the CEC's direction and policies. Works to ensure open communication within the Division and seeks external input on the Division's activities in an effort to continually improve in all areas.

- 35% Supervises the Office Managers within the Division. Oversees the activities of the managers. Provides them general direction and training and provides them feedback on their performance and the overall performance of their office.
- 10% Serves as a member of the Executive Directors Management Team. Works with the Executive Director and other Directors to manage the CEC's overall programs and organization in a manner that achieves the CEC's mandates, mission and goals.
- 10% Participates with the CEC and Executive Director in developing and implementing policy. With individual Committees and the full CEC, works to develop and implement policy consistent with direction from the Governor and Legislature. Provides comments on the implications of policy and other decisions on CEC programs and activities. Seeks and carefully considers information and input from staff within the CEC as well as from members of the public and other agencies, organizations and groups that will be or are likely to be impacted by the CEC's policy decisions.
- 5% Represents the CEC in meetings and hearings with the Legislature, Governor's Office, Resources Agency and other agencies and organizations. Prepares and presents oral and written information on CEC programs and policies in hearings, meetings, workshops and conferences. Informs the Executive Director and the appropriate Committees of presentations and feedback received.

### **Marginal Duties**

- 5% Perform other duties as required, consistent with the specifications of the classification.

### **Knowledge, Skills, and Abilities**

Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the

activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

**Working Conditions**

The California Energy Commission offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Limited-in person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance - whether office-based or remote-centric - is essential to the successful performance in this position. This position is remote centered which means the incumbent works 50 percent or more of their time monthly from an alternate work location (i.e., teleworking).

**Diversity and Inclusion Statement**

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays an active and meaningful role in creating an environment that enables each employee to thrive.

**Employee's Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee's Name (Print):** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor's Name (Print):** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_